

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 20, 2007

5 Page Document

TITLE:	Compliance Specialist III
POSITION NO:	08041
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	15
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 5, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: Travel in state may be required. Employee may be required to use a state vehicle to conduct business, and must have a valid driver's license and a good driving record or be able to provide an acceptable alternate method of transportation.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position serves as Section Training Officer and preceptor, and independently plans, designs, implements, monitors, and documents the new employee orientation plan as well as all continuing educational programs for tenured staff members; researches and investigates Medicaid health care provider claims for evidence of fraud, abuse, or misuse; teaches providers proper billing and claims procedures; pursues recovery of overpaid benefits; and performs regulatory oversight by serving as the Administrative Rules of Montana (ARM) writer for the Surveillance and Utilization Review Section (SURS).

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of health care and general business/office systems and procedures; accounting and operations; Montana Medicaid health care programs; program regulatory processes; medical terminology; health care claims billing and coding references; computer operations including Medicaid Management Information System (MMIS), query Path, and Omni Alert; and principles and practices of adult education and training.

Skills: Skill in development and presentation of educational and training material to new and experienced professional staff; use of standard business software applications such as Excel, Word, Access, and Outlook; work planning and time management; written and oral business communications; utilization of billing/coding references; and acquiring, retrieving, and analyzing complex data utilizing an extensive and specialized set of resources, tools, and equipment.

Abilities: Ability to plan, develop, and convey knowledge and understanding of complex ideas, tasks, and processes to new employees and existing staff members with a wide range of capabilities; simultaneously manage multiple tasks and projects; set priorities for work completion; establish and maintain positive effective working relationships with diverse individuals and groups; work independently with little supervision to accomplish the goals and objectives of the section and department; and act with initiative and good judgment.

EDUCATION/EXPERIENCE REQUIRED: An Associate's degree from an accredited college or university in medical records management, business administration, accounting, or adult education **AND** four years of job-related experience. Experience may substitute for the formal education on a year-for-year basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty**

obtaining transcripts, you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and

4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Compliance Specialist III
Position: #08041
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume. **Please limit each response to two double-spaced typewritten pages.**

1. Please describe in detail your previous experience(s) with developing a training plan for adults in which you were the person responsible for providing the training. Be specific as to the dates and the type(s) of training.
2. Please describe the most recent or favorite analytical project you have completed using computer spreadsheet software. Include the objective, your approach, the results, and the type of software used. What were the major challenges you faced in this project?